**Staff Meeting**

**August 29, 2011**

**Agenda**

**8:30-9:30**

1. Welcome
2. Photo Greeting by pairs
   1. Something interesting about you that you think others don’t know
   2. An embarrassing moment
3. Introduce new staff:
   1. Janice Swanson Pre-K
   2. Laurie McDonough Pre-K
   3. - Pre-K para
   4. - Pre-K para
   5. - para
4. Activity:
5. RC Positive School Wide Discipline/Teacher Language
6. Strategic Plan
7. Mylearningplan.com and Schoolspring.com

Annual reminders:

1. AYP news –NCLB accountability: no status ☺
2. Policies and Protocols
   1. Wellness/Allergy awarness changes: ALL CLASSROOMS WILL BE NUT AWARE. No peanut or nut snacks may be consumed in classrooms.
   2. Absence reporting procedure 978-921-6100 (ext, 692) before 6:30 a.m.
   3. Substitute Plans: submit by Sept. 9th
   4. Professional day forms-2 week notice (no exceptions)
   5. Paraprofessionals-contact with parents directed through or by sped or classroom teacher
   6. Gratuities policy
   7. Accident Reports: Whenever a student or staff member is injured at school, an accident report must be completed. See the nurse for forms/details.
   8. Child Abuse/Neglect Reporting
   9. Evacuation plans/lockdowns
   10. Beverly Public Schools Crisis Policy: should be in clear bin installed on wall; Wear ID badge daily;
   11. Staff use of cell phone policy
   12. SORI: When it becomes available, please view in office. Can be viewed at [www.mass.gov/sorb](http://www.mass.gov/sorb)
   13. Non-custodial parent rights-Julie has list of parents who have requested duplicate notices
   14. Student Attendance Policy: Coordinator of Child Welfare and Attendance should be notified if a student has 5 unexcused absences in a quarter of a total of 10 unexcused absences.
   15. Review Harassment/Discrimination policy with students; Please sign off that you have read policy as well; return sheet by Sept. 26th
   16. Civil Rights training (updated to include bullying law reg.) to be completed on line by Sept. 26th
   17. Homeless students-report to Julie any student lacking a fixed regular nighttime residence
3. Packet
   1. Specialist Schedules
   2. Lunch schedule; duty schedule; assessment schedule; trimesters; etc
4. This and That
   1. Fire drill walk through first day
   2. First day student packet: Hold items and send in with checklist from Julie
   3. Teach lunch/recess during the first week
   4. Conservation/Recycling

Please turn off computers at night if possible. District will pay for insurance for laptops. Please put Smartboard laptop in drawer at night until we purchase locks.

1. Staff Emergency Cards (2)

12:00 Lunch

1:00-2:00 District Meeting at BHS with Dr. Galinski